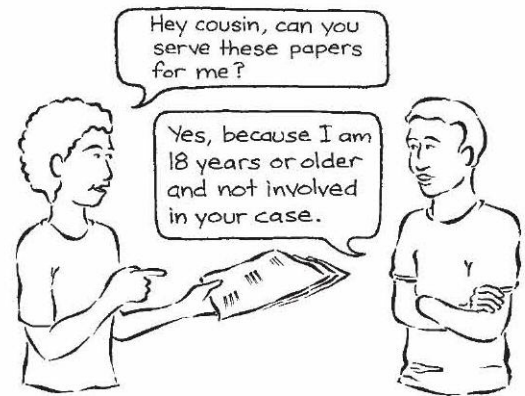


DV-200-INFO**What Is “Proof of Personal Service”?****What is “service”?**

Service is the act of giving your legal papers to the other party. There are many kinds of service—in person, by mail, and others. This form is about personal or “in-person service.” The *Request for Orders to Stop Domestic Violence* (Form DV-100) and *Temporary Restraining Order* (Form DV-110) must be served “in person.” That means someone—not you or anyone else protected by the order—must personally “serve” (give) the person to be restrained a copy of the forms.

Service lets the other person know:

- What orders you are asking for
- The hearing date
- How to respond

**Why do I have to get the orders served?**

- The **police cannot arrest** anyone for violating an order **unless** the restrained person knows about the order.
- The **judge cannot make the orders permanent** unless the restrained person was served.



Don't serve it by mail!

Who can serve?

Ask someone you know, a process server, or a law enforcement agency (for example, a sheriff) to personally serve (give) a copy of the order to the person to be restrained. You **cannot** send the forms to that person by mail.

The server must:

- Be 18 years of age or over
- Not be protected by the orders
- Not be you or anyone whom you are asking to be protected by the orders

A “registered process server” is a business you pay to deliver court forms. Look for “Process Serving” in the Yellow Pages or on the Internet.

A sheriff can serve the order at no cost to you.

(If a law enforcement agency or the process server uses a different Proof of Service form, make sure it lists the forms served.)

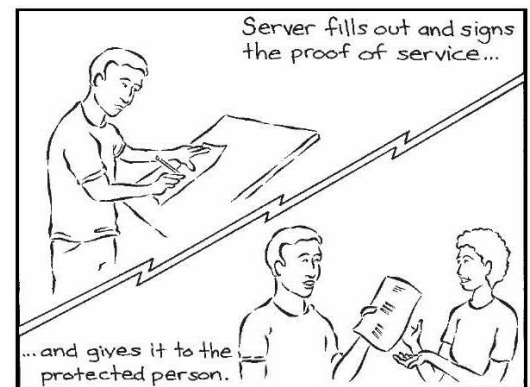
How to Serve

Ask the server to:

- Walk up to the person to be served.
- Make sure it's the right person. Ask the person's name.
- Give the person copies of all papers checked on form DV-200, *Proof of Personal Service*.
- Fill out and sign the *Proof of Personal Service* form (DV-200).
- Give the signed *Proof of Personal Service* to you.

What if the person won't take the papers or tears them up?

- If the person won't take the papers, just leave them near him or her.
- It doesn't matter if the person tears them up.



When do the orders have to be served?

It depends. To know the exact date, you have to look at two things on Form DV-110:

First, look at the hearing date on page 1 of Form DV-110. Next, look at the number of days written in item ①⑨ on page 3.

④ **Court Hearing Date (*Fecha de la Audie***
Clerk will fill out section below.

Hearing Date	Date: _____	Time: _____
	Dept.: _____	Rm.: _____

To the person in ②: At the hearing, the judge can also make other orders about your children. I want the orders against you, file and serve.

①⑨ ☐ **Time for Service**

To: Person Asking for Order

Someone 18 or over—**not you or the other protected people**—must personally “serve” a of this order to the restrained person at least _____ days before the hearing.

For help with Service

Look at a calendar. Subtract the number of days in item ①⑨ from the hearing date. That’s the final date to have the orders served. It’s always OK to serve earlier than that date.

If nothing is written in item ①⑨, follow these rules:

- If the person to be restrained was notified that you asked for temporary orders, you have 15 days before the hearing.
- If the person to be restrained was not notified that you asked for temporary orders, you have 5 days before the hearing.

Who signs the *Proof of Service*?

Only the person who serves the orders can sign the *Proof of Personal Service*. You do not sign it. The person to be restrained does not sign this form.

What happens if I can’t get the orders served before the hearing date?

Before your hearing, fill out and file the *Request to Reissue Temporary Restraining Order* (Form DV-115). This form asks the judge for a new hearing date and makes your orders last until then. Ask the clerk for the form.

You **must** attach a copy of Form DV-115 to a copy of your original order. That way, the police will know your orders are still in effect. And the restrained person will be served with notice of the new hearing date. For more information on getting a new hearing date, read Form DV-115-INFO.

What do I do with the completed *Proof of Personal Service*?

Bring a copy of the original *Proof of Personal Service* (Form DV-200) to your hearing.

If someone other than the sheriff serves the orders, you should:

- Make at least 5 copies.
- If possible, file the original *Proof of Personal Service* (Form DV-200) with the court at least 2 days before your hearing. If you were unable to do this, bring the original *Proof of Personal Service* to your hearing.
- The clerk will send it to CLETS (California Law Enforcement Telecommunications System), a statewide computer system that lets police know about your order.
- Always keep an extra copy of the restraining orders with you for your safety.

If the sheriff serves the orders, he or she will send the *Proof of Personal Service* to the court and CLETS for you.